

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: James H. McDonald
Acting DDA
7D-18 Hqs.

EXTENSION

NO.

DDA 83-1289

DATE

20 MAY 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AC/CMS/DDA
7C-18 Hqs.

Jim:

Please extend my thanks and appreciation to [] for the fine work she did in support of the DDS&T Career Development Course.

15
Jim

STAT

Attachment

Memo dtd 16 May 83
fm D/DDS&T/CDC

FYI:

DDA

Registry - file

23 MAY 1983

EO/DDA [] ba(19May83)
Distribution:

- 0 - AC/CMS/DDA w/att
- 1 - DDA Subj w/att
- 1 - DDA Chrono w/o att
- 1 - ADDA Chrono w/o att
- 1 - EO Chrono w/o att
- 1 - D/OMS - att only
- 1 - D/ODP - att only
- 1 - D/OC - att only
- 1 - D/OS - att only

STAT

DDA REGISTRY
FILE: 18-4

CONFIDENTIAL

DD/A Registry

83-1289

16 May 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Director, DDS&T Career Development Course

25X1

SUBJECT: Appreciation for Briefings for DDS&T Career
Development Course

1. I would like to thank you and the DDA staff for the very fine set of briefings provided for CDC 24 on 8 and 11 April. The members of the class now have a much better understanding of the makeup of your directorate and the important functions it provides the Agency on a daily basis. I think that before the briefings the class had at best only a partial picture of the scope of activities conducted by the Directorate for Administration. Our visit to [REDACTED] drew a very good response from the class; [REDACTED] briefing of the facility's activities was excellent. Messrs. [REDACTED] provided a very good description of their components' activities, and Mr. McDonald's wrap-up presentation provided the class with a forum for filling any lingering knowledge gaps regarding the directorate's mission and responsibilities.

25X1
25X1
25X1

2. I also wish to thank [REDACTED] for her assistance in setting up the DDA briefings, including [REDACTED] visit on 1 April. It is a pleasure to deal with [REDACTED] and I look forward to working with her in setting up the DDA presentation for the next running of CDC.

25X1
25X1
25X1

3. Finally, I wish to express my appreciation for all of the elements of the DDA which make the smooth running of CDC possible. The Headquarters Motor Pool is a good example of the kind of support which the course could not do without.

25X1

CONFIDENTIAL

83-1289

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: DDS&T/CDC
6E40 Hqs.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
REMARKS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA - 7D24 Hqs.	17 MAY 1963		
2.			
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ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		19 MAY 1983
1. ADDA		20 MAY 1983
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

25X1

DO NOT use this form for recording of approvals, concurrences, disposals, and similar actions

FROM: (Name, office symbol, room number, building, Agency/Post)	Room No.—Bldg.
EO/DDA	Phone No.

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